

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

MIMOC 2209

STUDENT OUTLINE

MAINTENANCE SUPPLY SUPPORT REQUIREMENTS

LEARNING OBJECTIVES

1. Terminal Learning Objectives:

a. Given the reference material and representative outstanding supply requisitions, direct the validation/ reconciliation of supply requirements, per MCO P4790.2, UM 4400-123 and UM 4400-124. (3510.2.12)

b. Given the reference material and tasked with responsible officer's (RO) responsibilities, identify Consolidated Memorandum Receipt (CMR) responsibilities, per UM 4400-124. (3510.2.13)

c. Given the reference material and requirements for monitoring the control of tool sets, kits, chests, direct tool control procedures, per MCO P4790.2 and MCO P4400.150. (3510.2.14)

d. Given the reference material and statements pertaining to the management of pre-expended bin (PEB), identify PEB control procedures, per MCO P4400.150 and MCO P4790.2. (3510.2.15)

2. Enabling Learning Objectives:

a. Given the reference material and representative outstanding supply requisitions, per MCO P4790.2, UM 4400-123, and UM 4400-124, identify:

(1) The procedures for the daily validation/ reconciliation process. (3510.2.12a)

(2) The procedures for the biweekly validation/reconciliation process. (3510.2.12b)

(3) Procedures for validating requisitions with supply.  
(3510.2.12c)

(4) Impact card requirements. (3510.2.12d)

(5) Following - up procedures. (3510.2.12e)

b. Given the reference material and tasked with the responsible officer's (RO) responsibilities, per UM 4400-124, identify:

(1) How frequently the CMR is published. (3510.2.13a)

(2) When the RO must complete the CMR review.  
(3510.2.13b)

(3) The RO's responsibilities when discrepancies exist in the CMR.  
(3510.2.13c)

c. Given the reference material and requirement for monitoring the control of tool sets, kits, and chests, per MCO P4790.2 and MCO P4400-150, identify:

(1) Tools sets, chests, and kits authorized.  
(3510.2.14a)

(2) Inventory procedures for tool sets, chests, kit. (3510.2.14b)

(3) Procedures for monitoring the requisitioning and receipt for tool sets, chests and kits. (3510.2.14c)

(4) The procedures for the control of tools sets, chests, and kits.  
(3510.2.14d)

(5) The procedures for the proper disposal of tools. (3510.2.14e)

d. Given the reference material and statements pertaining to the management of a pre-expended bin (PEB), per MCO P4400.150 and MCO P 4790.2, identify:

(1) How frequently items for the PEB must be approved.  
(3510.2.15a)

(2) Who can approve items for the PEB. (3510.2.15b)

(3) The dollar value criteria for items placed in PEB. (3510.2.15c)

## **OUTLINE**

### **1. COMMODITY MANAGER'S RESPONSIBILITIES IN REGARD TO SUPPLY VALIDATION/RECONCILIATION**

a. Definitions

(1) Validation. The process by which you confirm your requirements. It involves the confirmation of requirements which are still needed, cancellations, receipts, scrounges, and current status. When confirming needed requirements, the customer must ensure that they have been made known, still exist, and are resident in the supply system.

(2) Reconciliation. The process by which a unit ensures that validated requirements are properly lodged within the supply system/MIMMS AIS output reports.

b. Validation Frequency. Validation will be accomplished, at a minimum, daily and biweekly; however, due to the large number of ERO's at intermediate maintenance shops, the frequency of validation may require adjustment. The minimum requirements for validation of organizational ERO's are set forth as follows:

(1) Daily. Each day the MIMMS/records clerk will accomplish the following:

(a) First, verify the Daily Transaction List (DTL) to ensure that all repair parts and requisitions submitted have processed.

(b) Check to ensure that ERO's shown on the Daily Process Report (DPR) are in the correct job status.

(c) Check those ERO's in a "Short Parts" job status with no parts trailers to ensure the EROSL's have been prepared and submitted. If an EROSL has not been submitted, ensure that submission is made as soon as possible.

(d) Check off those parts transactions on the EROSL which have been submitted to the supply source and appear on the DPR, the EROSL will be attached to and filed with the pending copy of the ERO. If any parts transactions on the EROSL do not appear on the DPR, check off those transactions which do appear and file the ERO/EROSL in a pending file/ERO tub until all transactions are checked off. Always verify the input data to the EROSL for accuracy. An EROSL will have the following annotations pertaining to parts/material received from the supply source. The procedures for annotating the EROSL will be established in the unit's SOP.

1 An EROSL will be annotated as to the quantity received and date received.

2 An EROSL will be annotated with the ERO bin location for those items placed in ERO bins. If the ERO number is used in ERO bin assignment, the annotation of the ERO bin location is not required.

3 An EROSL will be annotated when parts are issued to the shops for installation.

(2) Biweekly. Every two weeks, after completion of the daily validation, the commodity manager or shop/maintenance officer or chief will accomplish the following:

(a) Review the daily validation procedures to ensure that they are accomplished properly.

(b) Ensure that all ERO's cite the category codes which accurately reflect the actual condition and status of the equipment.

(c) Compare all ERO's on the DPR in a short parts status with the ERO and EROSL to make sure that:

1 ERO job status is correct.

2 ERO category and priority are valid.

3 An EROSL has been prepared, document numbers assigned, and transactions processed.

4 The priorities assigned to a document number on an EROSL must logically follow the priority and category assigned to the ERO.

5 The priorities assigned must meet the criteria contained in MCO 4400.16.

(d) When all critical parts have been received for a category "M" ERO but noncritical parts remain outstanding, ensure that all critical parts are installed as well as those noncritical parts which are practical to install. Then, either the category code will be changed to "N" or a new ERO will be opened. If a new ERO is opened, ensure that the following actions have been accomplished:

1 All pending parts have been transferred to the new ERO via an "8 Card" with authority Code 9 in CC 27 and a new ERO number in CC's 55-59. If all parts on an EROSL are not installed, change the ERO number on the EROSL. If the parts are split between ERO's, fill out a duplicate EROSL with the old and new ERO numbers, NSN, and quantity of items

in the ERO bin. Annotate the old ERO with a new ERO number and jobs transferred to the new ERO.

2 Make sure that any parts which have been received and could not be installed are placed in the newly assigned ERO's bin.

3 Make sure that an ERO against which Category Code "M" parts have been received and installed is closed.

(e) Make sure that all receipts, cancellations, and scrounges have been annotated on the EROSL and that required transactions have been submitted and processed.

(f) Make sure that the status provided is current, acceptable, and understood. Request the supply officer to clarify any status not understood or not sufficiently responsive in accordance with the priority.

(g) Inventory the ERO bins by comparing the EROSL to the material/parts in the bin. Annotate the EROSL with any required changes. Make sure that corrective action on changes is accomplished and entered into MIMMS. All of the repair parts in the ERO bin should be reflected as received on the DPR.

(h) Make sure that the DPR is annotated with the current and correct data and reconciled with supply against SASSY output reports. Prepare and submit the required transactions to correct invalid data reflected on the DPR.

(i) Make sure that all open ERO's have been prepared per TM 4700-15/1.

(3) One of the SASSY output reports that the supply section will use during the biweekly reconciliation is the Additional Demand List. (

(a) The purpose of the Additional Demand List is to provide the using units and maintenance floats with listings displaying the current status of all outstanding supply requests submitted by the using units. The list will display the following:

1 The current status of all outstanding supply requests.

2 The on-hand substitute assets, when available, which could be issued to satisfy a demand.

(b) The Additional Demand List is published in four sequences and will provide all the necessary information relative to the unit's additional demands.

1 Document Number Sequence. This list displays for the unit those records on the Due and Status File (DASF) which have a using unit backorder in document number sequence. This listing displays the most current supply status and receipts to date.

2 NSN Sequence. This list displays for the unit those NSN's on the DASF in NSN sequence. The on-hand available for issue quantity of both prime and substitute items held by the using unit are displayed after each backorder entry, if assets are available.

3 ERO Number Sequence. This list displays for the unit those records on the DASF which contain an ERO number. The ERO demand list is in ERO number sequence and is provided to reconcile outstanding requirements with the maintenance shops.

4 RU (Responsible Unit) Sequence. This list displays for the unit (individuals, sections, companies, et cetera) those records on the DASF which contain an ERO number. The RU demand list is provided to reconcile outstanding demands with the RU's. By reconciling the RU demand list with the RU and maintenance shops, a continuous backorder validation is in process.

5 The Additional Demand List will be reconciled with the RU's and maintenance shops every two weeks. The demand list in ERO number sequence will be used during this reconciliation.

a The following records are required to be on hand and reviewed during each validation. The demand list must be current and reflect the data from the latest update.

(1) Open ERO's.

(2) ERO Shopping/Transaction List (NAVMC 10925).

(3) MIMMS Daily Process Report.

(4) Demand List (ERO No. sequence).

b Upon completion of the validation, a copy of the demand list, with required actions noted and signature of the personnel performing the validation certifying a reconciliation was accomplished, will be filed in the using unit supply office and maintained for thirty days.



<u>STATUS</u>	<u>TIMEFRAME</u>	<u>ACTION</u>
		processed in SASSY. If transaction has processed supply submit a "7" transaction to post the status on the DPR.
No status posted (Contd)	5 days	If the transaction has not processed in SASSY, have supply submit a follow-up.
Rejected/Cancelled CA, CB, CC, CD, CE, CG, CH, CJ, CK, CM, CP, CR, CS, CV, CW, CX, C5, C6, C7, ME, MF, MH, MK, ML MM, MP, MQ, MZ		Review those transactions with a later draft date under the same ERO to determine if the item ahs been reordered. This is determined by looking for a later document with the same NSN.
BF, BR, BQ, BS, B4, RA, K6, VC		If the item has not been reordered, contact the shop/section and determine if the item is still needed. If the item is still needed, submit a new requisition after correcting the error that caused the rejection/ cancellation.
Released status	10 days from the local ISSA	Have supply submit a follow-up to the ISSA based on the time frame established.
Released status	30 days from the outside	Requisitions that



<u>STATUS</u>	<u>TIMEFRAME</u>	<u>ACTION</u>
(BA, BN, M8, UH, UR)	supply source	have a last an outside known holder of the local ISSA supply source have a 10 day follow-up timeframe. Requisitions that have a last known holder of anything other than the ISSA have a follow-up timeframe of 30 days.
Shipping status (Status type -AS1, AS2) (Status - mode of shipment)	30 days in CONUS 60 days outside CONUS	If mode of shipment codes G and H (unregistered air or ground parcel post), have supply), have supply process a lost shipment. If the item was shipped via any other mode of shipment, have supply initiate tracer action through the transportation management officer (TMO)
Passing status (BK, BM, BZ, UE)	10 days Pri 01-08 20 days Pri 09-15	Have supply prepare a follow-up.
Backorder/ information related status (BB, B7, BH)	30 days	If the item has been on backorder for over 30 days, have supply submit a follow-up.  If the status received is information-related; verify the new information and make sure the item is still needed. have supply submit a follow-up after 30 days.

<u>STATUS</u>	<u>TIMEFRAME</u>	<u>ACTION</u>
Delayed	20 days	have supply prepare a follow-up/

## 2. IDENTIFICATION OF PRE-EXPENDED BIN (PEB) MANAGEMENT CRITERIA

a. Pre-expended bin (PEB) items provide continuous availability of low-cost, fast-moving items (repair parts/common hardware) for mechanics and technicians performing equipment maintenance. The primary reasons for maintaining a PEB are to enhance maintenance operations and to provide economical management of low-cost, fast-moving, expendable items.

b. The stockage of PEB items should be minimal. The storing and managing of stock not yet assigned for equipment repairs is not a duty or mission of the maintenance shop. Further, it prevents the development of usage history for continued support by higher levels of supply. To achieve build-up data for PEB items applied during equipment maintenance services, MIMMS advice code "PB" will be used.

c. Command inspections and analysis programs for supply and maintenance will review PEB stock during scheduled visits and will assist commanders, as required, with establishing and maintaining authorized PEB range and depth.

d. Commanders will review and approve (in writing) items for PEB's at least annually.

e. When it is determined that a PEB will enhance the maintenance effort, the unit commander or designated representative will publish a letter authorizing specific items to be included in the PEB. The letter will contain, as a minimum, the following information concerning the items authorized for storage.

- (1) NSN/part number of the item.
- (2) Nomenclature of the item.
- (3) Unit of issue.
- (4) Unit price.
- (5) Reorder point.
- (6) Maximum quantity authorized.

f. Once an item is procured and issued to the PEB, no further supply accounting is required. However, prudent management dictates that simple

procedures are required for locating/identifying the item and establishing when to replenish the item in the PEB. Some examples of such procedures are:

- (1) Within the PEB, segregate the items by specific NSN into a separate compartment/box/container which is labeled with the NSN.
- (2) Establish a reorder point in the authorization letter.
- (3) As parts are used, the usage is recorded (by actual notation/use of cards or chips), and after a specified quantity is expended, the item is reordered.

g. Criteria for PEB

(1) For those PEB items that are applied/consumed as a full unit of issue, the usage criteria is six units of issue applied/consumed in six months (six units of issue in twelve months for Reserve units).

(2) For those PEB items that are applied/consumed as less than a full unit of issue, the usage criteria is one unit of issue applied/consumed in six months.

(3) To accommodate peak demand periods for units supporting intermediate and dept maintenance (fourth and/or fifth echelon), the highest two months usage of the previous twelve months history may be averaged to establish thirty days of supply for the line item. Exceptions can be authorized locally for specific, peculiar usage patterns for any unit of issue, such as feet or gallons, provided:

(a) Each item is justified in writing during the scheduled review.

(b) The amount held does not exceed the thirty days of supply.

(c) The item is under the established dollar limitations.

(4) Consumables applied in quantities less than a full unit of issue (e.g., box, hundred, mix, et cetera) will be held not to exceed two full units of issue, except if thirty days of supply is the greater quantity.

(5) The unit price criteria for items stocked in the PEB must be less than or equal to five-hundred dollars per unit of issue. When the total dollar value of a PEB item is less than twenty-five dollars, it is not mandatory to capture usage data via Class I system. Usage will be compiled using the most logical method deemed appropriate by the local unit commander.

(6) Broken units of issue (i.e., seventy-five cotter pins left over from a unit of issue of one-hundred) which were ordered, received, and applied against a corrective maintenance ERO that do not meet the PEB criteria are authorized to be maintained as a PEB item until they are exhausted or for a period not to exceed one year. These items must be identified, on the PEB list (letter), as broken units of issue and reflect the date they were added to the list. These items will NOT be reordered as PEB items when exhausted.

h. Procedures for Controlling a PEB. Prudent management dictates that simple procedures are required for locating/identifying the items and establishing when to replenish the items in the PEB.

(1) Obtaining PEB items.

(a) Use category code "O" ERO's for PEB or shop overhead materiel.

1 When such materiel is associated with a specific type of equipment, the ID number of the equipment type will be used.

2 When such materiel is applicable to more than one equipment type, dummy TAM control numbers (TAMCN's) and ID numbers will be used. The ID standards file has been loaded with six "dummy" TAMCN's:

a TAMCN A0000, ID No. 0000A for communication-electronics materiel.

b TAMCN B0000, ID No. 0000B for engineer materiels.

c TAMCN C0000, ID No. 0000C for general supplies.

d TAMCN D0000, ID No. 0000D for motor transport materiel.

e TAMCN E0000, ID No. 0000E for ordnance materiel.

f TAMCN F0000, ID No. 0000F for future use.

3 For category code "O" ERO's used for PEB or shop overhead:

a The first character of the Job ID code will be "7."

b On the EROSL the material usage code will be "7" or "9."

(b) Low-usage shop overhead. Periodically, units will be required to request low-usage repair parts that are stocked in a unit of issue that is larger than what is required for equipment repair.

1 If the maintenance shop determines there is no need for the additional items in the near future, they should take the action required for excess parts.

2 If the shop determines there is a potential requirement, the items should be added to the PEB list indicating that the items are from a broken unit of issue and should not be reordered.

(2) Standing operating procedure (SOP). Internal procedures established for identifying, locating, and reordering PEB items must be included in the maintenance/maintenance management SOP.

### **3. PURPOSE AND USING UNIT'S RESPONSIBILITIES FOR THE CONSOLIDATED MEMORANDUM RECEIPT (CMR)**

a. The CMR is a listing of authorized allowance items in the hands of responsible units (maintenance shop, truck platoon, communications section, et cetera).

(1) The CMR is provided by the Intermediate Supply Support Activity (ISSA) upon request of the using units and is provided in Activity Address Code/Responsible Unit Code/TAM Control Number (AC/RU/TAMCN) sequence.

(2) The CMR is generated from the Reporting Unit Allowance File (RUAF) and will resemble the Mechanized Allowance List (MAL) printout, except that it will have the USMC/serial number of all on-hand allowance-type items. The CMR will contain the following information:

(a) Activity Address Code (AC) of the unit.

(b) CMR date.

(c) Type Property Code.

1 Code "1," Type 1 item as listed on the TAM.

2 Code "2," Type 2 item as listed on the TAM.

(d) Report number.

(e) Table of Authorized Material Control Number (TAMCN) of the item.

(f) Stock number (STK NR) of the item.

(g) Item description.

(h) Unit of Issue (UI) the item comes in.

(i) On-hand quantity (OH QTY) as of the run date of the CMR.

(j) Authorized (AUTH) allowance quantity rated by the unit.

(k) Stores account code (SAC). The SAC is used to differentiate between items (secondary and principal) in the stock fund and the appropriation stores accounts.

(l) Controlled items code (CIC). The CIC is used to identify items which require specific reporting and requirements control per UM 4400.124.

(m) Serial numbers (SER NRS) of the on-hand quantity.

(3) The CMR will list both expendable and nonexpendable allowance items.

(a) Nonexpendable items are all serialized ordnance items, office machines, and devices with a unit value of over one-hundred dollars; items of a highly negotiable nature; controlled items; items designated in writing (listing) by the local commander as requiring special control; and all other items having a unit value of over eight-hundred dollars except consumable and repair parts.

(b) Expendable items are consumed in use, such as ammunition or fuel, or which lose their identity, such as repair parts, or which are of low intrinsic value, unworthy of full accounting procedures. When issued to end use, expendable supplies are dropped from the accounting records.

(c) Consumable supplies are articles which, after issue, are chemically or physically altered to the extent they cannot be economically reused for their original purpose. Consumable items are either consumed in use or lose their identity in the process of work or performance of service. They include such items as office supplies, petroleum, oil, lubricant products, lumber, et cetera. Consumables are normally expended upon issue.

(d) Controlled/regulated items are those principal end items and secondary items (reparables) which are reportable and require Marine Corps-wide in-use asset knowledge for requirement computations, control of issues, and determination of disposition.

(e) Allowance is that quantity of an item required to be on hand or on order by a unit as authorized by the unit's T/E and other allowance type publications or directives (special allowance), unless specific authorization is provided by higher headquarters.

b. Actions of the Using Unit

(1) The unit supply officer will maintain the signed copy of the CMR for each responsible unit (RU) together with all pending adjustment transactions (receipts, issues, and inventory adjustments) in TAM sequence.

(2) Quarterly, or upon change of responsible officer (RO), the supply officer will prepare a cover letter and enclose two copies of the CMR to be forwarded to the RU. The allowance figure column will be completed with the RU's authorized T/E and special allowances. A semiannual vice quarterly reconciliation is authorized when approved in writing by the appropriate Commanding General/Commanding Officer.

(3) Upon receipt of the signed copy of the CMR from the responsible officer, reconcile any difference that may exist. Once the new CMR has been reconciled, the old copy with adjustment transaction documents must be retained for one (1) year.

(4) The USMC/serial numbers, for which the RU is responsible, will be recorded on all copies of the CMR's.

c. Actions of the Responsible Unit (RU)

(1) Quarterly, and/or with change of responsible officer, the RU will receive two copies of the CMR from the supply officer. If the CMR inventory is being performed because of change in RO's, if circumstances permit, the old and new RO's should conduct a joint inventory.

(2) When the RO receives a new CMR, the on-hand balance and USMC/serial numbers will be verified and a signed copy returned to the supply officer with the bottom of each page initialed by the RO. If discrepancies are noted by the RO, reconcile with the supply officer, any differences which may exist by providing supporting source documents. This action will be completed within fifteen days from the day of receipt of the CMR.

(a) If the supply officer and the RO agree that the CMR is in error, the supply officer will pen change the erroneous quantities, and both he and the RO will initial the changes.

(b) If the supply officer does not agree with the RO where CMR quantities are disputed, the RO will report the discrepancies in accordance

with local procedures, and report the missing or damaged property by letter to the accountable commander via the supply officer. The letter, Request for Investigation, submitted by the RO should contain the listed essential features:

1 The property itemized and its condition described (missing or damaged).

2 A statement of whether or not you (RO) accept the responsibility for the condition of the property.

3 A statement of whether or not you (RO) want to voluntarily reimburse the government.

4 A statement briefly describing the circumstances surrounding the loss or damage of the property if he (RO) is aware of them.

(c) Even though the RO disputes the quantities of the CMR, HE WILL STILL SIGN the endorsement of the CMR update letter certifying the CMR to be correct. However, since he will be simultaneously submitting a letter to the supply officer pointing out the discrepancies in the account; it will be this letter that will document the RO's position on disputed quantities.

(3) RO's must make sure that their records are maintained current on a day to day basis. One copy of the CMR with pending increases/decreases is required to be maintained at the RU level.

(a) The RO's copy of the CMR will be updated in pencil, when required.

(b) Only when these records are maintained current will the RO be discharging his duties of supply management and effectiveness which will in turn, assist the commanding officer to be combat-ready and guard against critical shortages and unauthorized excesses.

(4) RO's may designate one or more individuals as their authorized representatives to receipt for and requisition supplies; however, notice of delegation of authority will be made, in writing, and signed by the RO concerned. The original copy of the delegation of authority will be held by the supply officer.

#### **4. PROCEDURES FOR THE CONTROL OF TOOL SETS, CHESTS, AND KITS**

a. Marine Corps directives require that tool sets, chests, and kits be inventoried as follows:



(1) Tool sets, chests, and kits that are issued to an individual where locks and a secure storage area are provided will be inventoried at least semiannually.

(2) Tool sets, chest, and kits that are securely stored will be inventoried at least annually.

(3) Tool sets, chests, and kits that are issued to a responsible officer (RO) will be inventoried upon change of RO.

(4) Inventory records will be retained for a period of twelve months. At a minimum those records will contain the previous two semiannual inventories for items in service and the previous annual inventory for items not in service.

(5) The above listed procedures reflect the minimum inventory requirements. Commanders may specify more frequent inventory intervals within their respective MMSOP if deemed appropriate.

(6) Inventories will be conducted by the immediate supervisor of the individual to whom the equipment is issued or by an individual designated by the responsible officer. Discrepancies noted during the inventory (e.g., missing or damaged components) will be resolved per the procedures outlined in UM 4400-124.

b. Steps in the Tool Control Program

(1) Identify. Using the unit's T/E and allowance list (to include special allowances), the MMO, supply officer, and maintenance officer must identify all tool sets, chests, and kits.

(2) Locate. Each tool set, chest, and kit within the unit should be located; and responsibility for accounting for and maintaining the tool sets, chests, and kits should be assigned.

(3) Inventory. When all of the equipment has been located, the MMO, supply officer, responsible officer, and maintenance officer should match the tool sets, chests, and kits to the T/E and allowance list to make sure that all items have been accounted for.

(a) A complete inventory of all tool sets, chests, and kits should be made using the appropriate SL-3, SL-3 extract, US Army supply catalog, technical manual (basic issue items (BII), or automated system.

(b) Common or special tools for which allowances have been established by the unit commander, because they are above the T/E or special

allowance requirements, must also be inventoried and contained on an inventory list.

(c) A copy of the completed inventory/SL-3/SL-3 extract will be maintained in the tool kit, set, or chest, or in a file folder maintained by the tool room NCO/commodity manager in a secure area.

(4) Excess tools. Excess tools will be rolled back (returned) to the supply system. Special allowances should be established for tools that are required above the established T/E allowances. A tool list will be established for tool sets for which no SL-3 or supply catalog is available. A local tool list is also required listing the tools in the tool room.

(5) Control.

(a) All tool sets, chests, and kits will be inventoried using the SL-3, SL-3 extract, U.S. Army supply catalog, technical manual, or automated system. The inventory sheet may be modified to meet the needs of the unit.

1 The last page of the inventory should have a space for the signature of the person conducting the inventory, date of the inventory, and the signature of the person supervising the inventory.

2 Copies of the inventory will be maintained for one year.

(b) Tool sets, chest, and kits issued to individuals will be secured when not in the custody of the individual. A duplicate key or a copy of the lock's combination should be maintained by the responsible officer.

(c) Tool sets, chests, or kits held by the section toolroom for issue to individuals should be maintained in an area secure against pilferage. The unit's MMSOP will include instructions on a method to account for issues and receipts. Examples are:

1 Logbook containing the following information:

a Date.

b Nomenclature.

c Signature out.

d Signature in.

2 Stamped tags (ID tag blanks) issued to mechanic with toolbox.

a Given to toolroom attendant by mechanic when checking out tools.

b Returned to mechanic when tools are returned.

3 Sign-out cards containing the following information:

a Date.

b Nomenclature.

c Signature.

(d) Control must also be maintained over requisitions for components of tool sets, chests, or kits. Several techniques are available to exercise this control.

1 Logbook containing the following information:

a NSN.

b Quantity

c Document number.

d Kit, chest, or set number.

e Received date.

2 Suspense copies of requisitions (1348 or EROSL).

3 Use of the reporting unit's demand listing by citing a designated supplementary address on the requisitions.

4 Use of the MIMMS Daily Process Report (DPR) by using SL-3 ERO's for tools required in the chests, sets, and kits for use by maintenance personnel and category code "S" ERO's for tools required by the operator/crew.

(6) Inspect. Despite the requirement to conduct inventories, there still remains a requirement for the MMO to inspect tools and verify inventory records and requisitions during normally scheduled inspections with the unit.